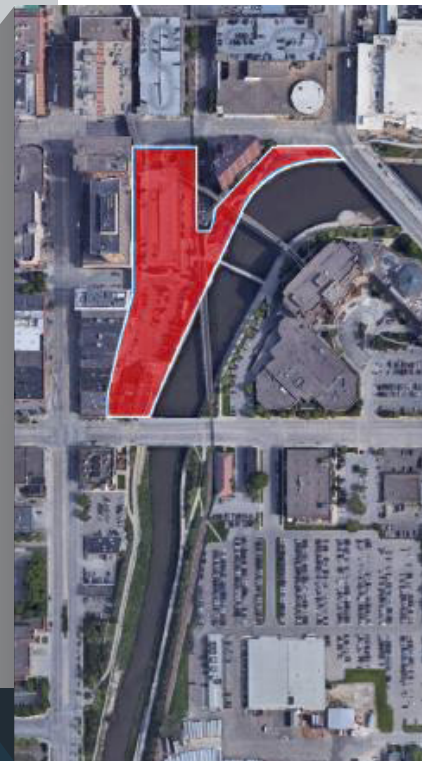
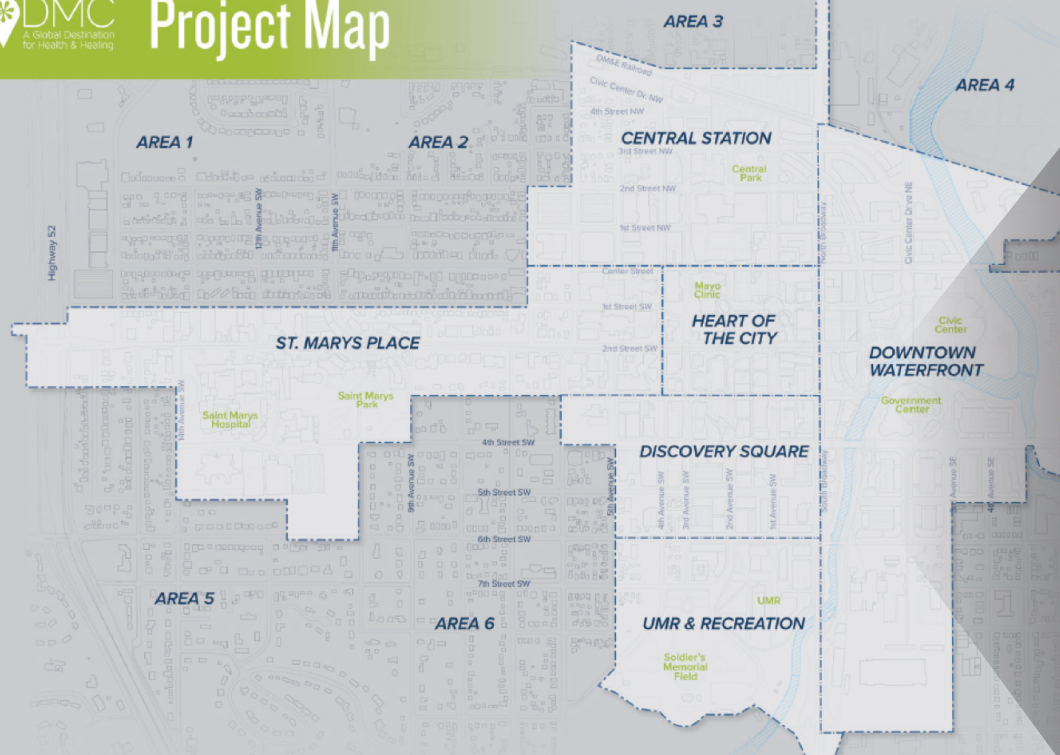


City of Rochester Minnesota

REQUEST FOR PROPOSALS
Riverfront Small Area Plan
July 19th, 2021



CITY OF
ROCHESTER
MINNESOTA



introduction

The City of Rochester, Minnesota is soliciting proposals from qualified and innovative teams (“Consultant”) to lead a community-driven process to develop a market-supported vision and small area plan for a central waterfront property that links together several civic, cultural and government assets to the heart of downtown Rochester and the Mayo Clinic.

The City-owned site has the potential to be both a “front door” that faces the river, as well as a gateway into downtown. Located at the intersection of the Rochester Arts and Culture District and the main street Mixed-Use District as outlined in the Downtown Master Plan, it is also located within the Destination Medical Center (DMC) district, a public-private economic development initiative that funds selected public infrastructure within the district.

The City envisions the site as part of the historic cultural triangle that encompasses the Library, Mayo Civic Center, Government Center, and the historic shops at 3rd and Broadway. The future Bus Rapid Transit corridor, now in design, will run east along 2nd Street and west along 4th Street adjacent to the site.

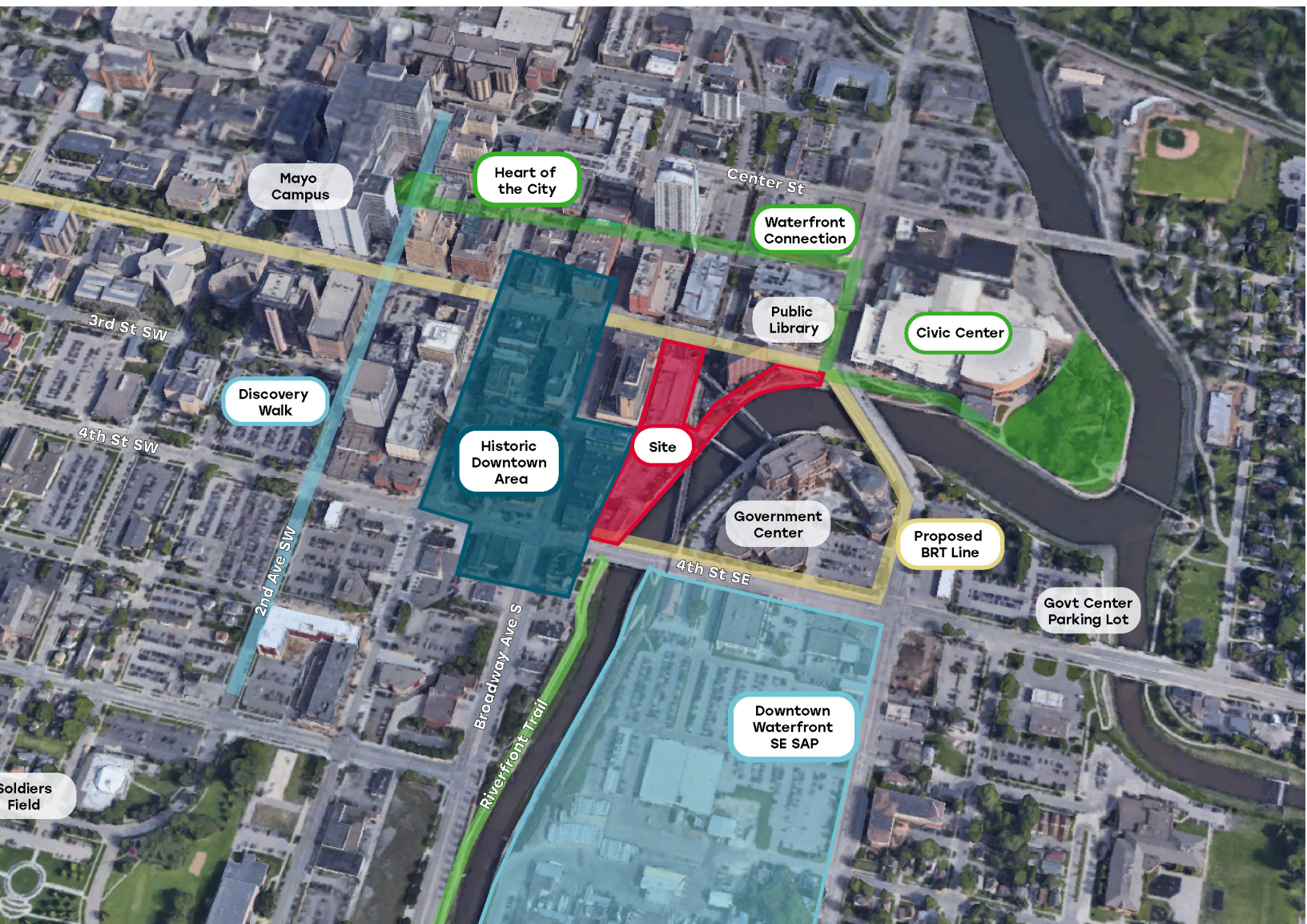
The current use of the property is primarily public parking, consisting of a surface parking lot and a four-level parking ramp. On the south end of the site is a vacant building currently under review for Landmark designation under the City’s Historic Preservation Ordinance. Depending on final Landmark designation and direction, the structure may be demolished, or redevelopment of the structure may need to be contemplated within the final plan. An active railroad line, with low volume use, segments a portion of the site. The site is zoned Central Development Core (CDC) and is located within the Downtown Waterfront DMC sub-district.

The requested plans emerging from the visioning process should include a phased vision for redevelopment, with a Phase 1 plan for public realm improvements that could be activated as early as Spring/Summer 2022. The plan should also contemplate linear connections to future redevelopment sites including the Downtown Waterfront SE Small Area Plan, known as the former AMPI site (see Appendix A), and the nearby city-owned property, listed as “government center parking” at the corner of 3rd Ave and 4th Street SW. Future phases of redevelopment should be consistent with downtown infill adjacent to riverfront and Historic districts.

It is anticipated that completed plans would outline:

- mix of land uses
- public realm concept design
- heritage preservation objectives
- street and block layouts
- residential densities
- guidance for urban design
- sustainable design elements
- general building forms
- future infrastructure needs

The plan will establish a people-centric place that leverages natural and cultural resources and supports multi-modal connectivity to adjacent areas including the Downtown.



project goals

This small area plan will guide the transformation of the site from its current state to future use(s) that will capitalize on its proximity to the Riverfront and the downtown historic area and other areas shown on the maps above.

The City Council recently completed its 2021 strategic planning process and has identified the following as their top three priorities:

- 1 Affordable Living.
- 2 Economic Vibrancy and Growth Management .
- 3 Quality Services for Quality Living. This plan should support these priorities.

In addition diversity, equity and inclusion along with sustainability are community priorities. Rochester's commitment to creating a sustainable and resilient future focused on a three-pronged strategy for environmental, economic and social equity is evidenced by its designation as the first LEED Gold Certified city in the state of Minnesota. With a constant emphasis on improvement, there is a strong desire to integrate best practices from around the world for all facets of equity and sustainability.

VISION

- Transformative one-of-a-kind project
- Land and environment are renewed and sustained
- Welcoming to all and with diverse community appeal
- Vibrant public spaces and integration of nature
- Connected physically and socially
- Year round use with easy riverfront access
- Natural integration of neighborhood characteristics
- Encompass Rochester's past as well as future
- As America's City for Health, the City of Rochester is a global medical destination. Accordingly, it is essential that any project incorporates accessibility for all abilities and center human wellbeing in its design.

Project goals include the following:

- A **vision** for the redevelopment area that will establish open space and general building forms and urban design standards consistent with the CDC Central Business District (CBD) zoning district regulations, the vision of the Rochester Downtown Master Plan, the DMC District Design Guidelines and provide a foundation for future policies, standards, and programs to bring the vision to reality.
- An **illustrative map** of the Zumbro River and tributaries, and adjacent land use, access and relevant conditions as it passes through the City of Rochester to establish river corridor context in which to situate this particular project site vision.
- Projected **phasing strategy** for the redevelopment area and deconstruction of the current parking ramp. Include a strategy to reduce the number of parking spaces to promote the reuse and activation of a riverfront site for a use other than parking.
- Plans for **interim activation** of the space, allowing people to experience and utilize the site. Proposal should include a methodology for community feedback based on this utilization and how it will be used to inform future development.
- Concept designs for connected **public open space**, natural and cultural amenities including improved public access to the riverfront that complies with United States Army Corp of Engineers, Federal Emergency Administration/Minnesota Department of Natural Resources and Flood Control program for Rochester.
- Optimization of public **greenspace** and public **art** opportunities within the site.
- Consideration of the potential **reuse** of historic structures and objects, and design concepts that integrate the history of the redevelopment area including the potential to incorporate Archaeological resources into design and/or redevelopment.
- **Stormwater management** strategies that incorporate low-impact design practices and green infrastructure while recognizing the need to develop synergies between individual developers and the City to achieve an integrated stormwater management system within the overall development.
- Robust **public engagement** that involves the residents and businesses within and adjacent to the redevelopment area, informs the public throughout the process of vision for the redevelopment area, and further involves the general public with aspects of the plan relating to the larger influence area. Emphasis on a diverse and inclusive engagement utilizing a co-design process.
- Conceptual **budget** and high-level **pro forma** to test the market viability of the plan scenarios.

community and planning area background

The City of Rochester is the third largest city in the State of Minnesota with a population of over 117,000 and anticipated to grow by 50% over the next 20 years. Rochester is home to major employers including Mayo Clinic, the number one hospital in the United States which employs over 30,000 people, and IBM. The City's credit rating is AAA, and the City has a 2021 annual budget of \$472 million. Rochester has been recognized as an All-American City; a Gold LEED certified City and is consistently recognized as one of America's most livable cities. Over 3.5 million people visit Rochester each year from over 120 countries and there are 23 common languages spoken in our City.

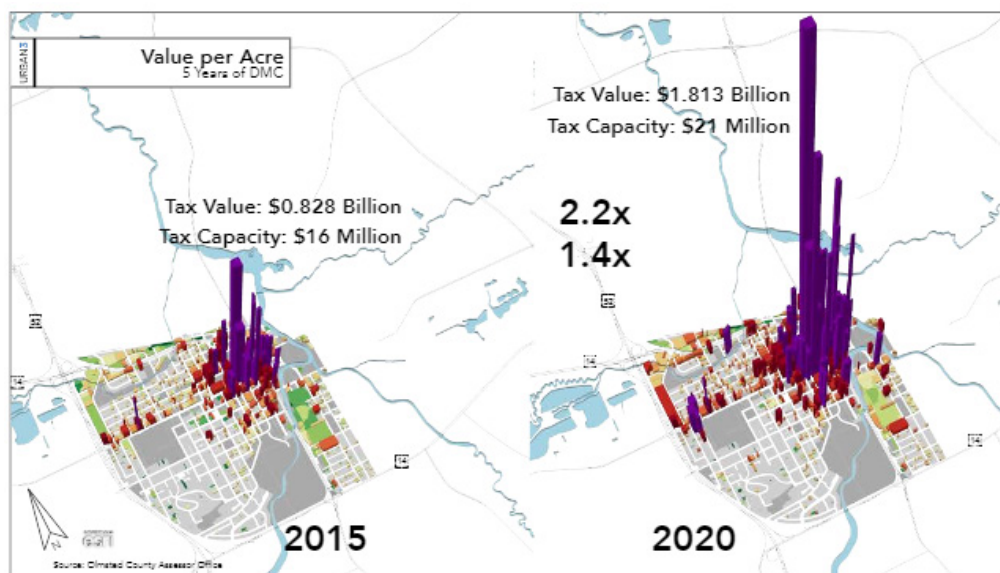
The site is within the Destination Medical Center (DMC) District. The DMC initiative is one of the largest and most innovative economic development strategies ever undertaken in Minnesota. Its purpose is to secure Rochester's and Minnesota's status as a global medical destination now and in the future. It is anticipated that the DMC initiative will result in \$5.6 billion in private investments in downtown Rochester. This includes investments by Mayo Clinic and other private investors, and \$585 million in public funding for public infrastructure and transportation projects.

During the first 5 years of the DMC initiative, over 7,000 jobs were created and \$962 million in private investment occurred in the DMC district resulting in an increased tax capacity of downtown parcels as shown in the graphic below (source: 2020 DMC Impact Report).

SITE HISTORY

The site includes a now vacant commercial property which is on the city's potential landmark list and currently under review for its historic significance. The site was platted in 1857, including an entire block being reserved to the Mill which was already in operation on the river's edge at 3rd Street by that time. The Mill would grow in size and remain a strong visual presence through the 1950's when it was demolished. Remains of the mill race may

still be underground within the site. One block to the west, Broadway Avenue grew as the primary commercial corridor from the 1870's into the 1960's. A commercial historic district comprised of 28 contributing properties to that era was identified in 2019. The proposed district includes a portion of Broadway Avenue and 3rd Street just west of the project site.



Investment in the downtown DMC district has increased the tax capacity of downtown parcels during Phase 1 (2015-2019).

proposal submission requirements

The proposal shall include the following information and shall be organized in the manner specified below. Please submit one electronic copy of a proposal not to exceed 20 face pages. An appendix with team bios may be included with up to 5 additional face pages.

LETTER OF TRANSMITTAL

A cover letter signed by an authorized representative of the Consultant team briefly outlining the team's understanding of the work. The cover letter must contain a commitment to provide the services described and the name, address, telephone number, and email of the consultant's primary contact person.

QUALIFICATIONS OF FIRM(S)

- List the names of the primary project manager and other key personnel associated with the project. A summary of qualifications and experience should be attached in an appendix along with the percentage of time each person is anticipated to devote to the project. The successful team is expected to develop a high level of familiarity with the site, surrounding area, and community.
- Describe the name and location of any subconsultants that will be used by the primary firm. Please identify the approximate percentage of work that would be performed by each of these firms. Include the experience and qualifications of the subconsultant firm and their key personnel in working on similar projects.
- Include your strategy for meeting the City of Rochester workforce goals including:
 - » Targeted Business are economically disadvantaged small business enterprises with majority ownership held by minority, women, veterans, or disabled persons. The City has a goal of 7% Targeted Businesses as part of professional services project teams.
 - » Workforce Employment Utilization Goals set forth are expressed in percentage terms for the total hours of labor performed by minority and female workers. The City has a goal of 15% minority and 7% female utilization in 2021.
 - » See Appendix B for further details regarding Targeted Business recruiting and Appendix C for the Bid Compliance Checklist.
- Describe the experience of the firm in conducting similar projects. Include previous projects with similar budgets and deadlines and whether the firm met the established criteria. Examples of projects where the city was able to implement the small area plan are especially requested.
- Include a project list with contacts for all similar projects that have been completed in the past 3 years. Identify the key personnel who worked on the referenced project.
- Discuss the firm's prior experience in working with a multi-stakeholder task force, particularly made up of city representatives as well as representatives from partner organizations, property owners and neighborhood residents or other public representatives. If direct experience with a community co-design process is available within your team please include that information.
- Discuss the firm's ability to integrate this project into the firm's present workload.
- Include experience working with the United States Army Corp of Engineers, i.e. Section 408 Process.
- Include experience with development economic analysis.

SCOPE OF SERVICES

Please provide a proposed scope of services that addresses the following:

The City of Rochester, Minnesota is soliciting proposals from qualified consulting firms (Consultant) to provide a small area plan encompassing nearly 2.5 acres of land.

ASSUMPTIONS:

- The plan shall be in accordance with or further develop previously approved plans for this part of the City of Rochester or will provide reasons and methods for the divergence from these.
- The plan shall consider an eventual 3rd Street redesign to serve as gateway from the Riverfront into the 3rd Street district with enhanced connection to the river, government center, and library.
- The plan will include recommendations to incorporate public access to the Zumbro River in a design compatible in nature and complementary to the natural and built environment, and consistent with Corp of Engineers and DNR's standards and the City's Flood Control Program;
- The plan will provide for physical connections to both existing and planned transportation elements within the influence area;
- The plan will include opportunities for a mix of land use, connected parks and public spaces, heritage preservation and public art

DELIVERABLES, INCLUDING BUT NOT LIMITED TO:

- Public engagement plan outlining how residents and property owners will be involved in the planning process, and how the larger Rochester community will be informed throughout the process. This should include a plan for public engagement activities including but not limited to open houses, site visits, public meetings, etc. Please include firms experience working with multi-stakeholder task forces. At a minimum, it is expect that the consultant will:
 - » Lead a community co-design process that includes a paid team of community co-designers from the start of the project design process
 - » Prepare a draft and final report summarizing the process and strategies for public involvement.
 - » Track public comments and responses and provide to the City throughout the duration of the project up to and including post-completion.
 - » Ensure all materials are online-compatible, ADA accessible, and composed using common language and terminology.
 - » Prepare and provide logistical support, including associated fees, for all public meetings.
 - » Provide translation services when needed at public meetings and translation of some written materials for public consumption.
- A final plan in either a document or other usable format available to easily share with the public, existing and future stakeholders
- Maps, diagrams, and illustrations that show how the identified goals for the project will be met by the City, property owners and stakeholders
- Alternative policies, ordinances, programs and other strategies to bring the vision to fruition

- GIS Mapping data/files in ESRI format, map documents in ArcMap or ArcPro format
- Phasing plans, including plans for interim activation of the site
- High-level economic impact analysis
- High-level environmental impact analysis
- Outline proposed process to go from multiple concepts to a final plan.

PROPOSED PROJECT SCHEDULE

Emphasis will be placed upon selecting a qualified firm who delivers an innovative and visionary proposal. Provide a project schedule outlining the time period and estimated completion date of the proposed scope of work for design services. This should include a schedule for and description of all deliverable products throughout the period for design services. Please include price and recommendation of additional services or products that your firm would recommend as part of this process.

FEES AND COMPENSATION

Provide a proposed cost plus expenses budget for completion of the scope of services with cost breakdowns by scope element. Quotation of fees and compensation shall remain firm for a period of at least 90 days from the proposal submission deadline. Please provide the proposed budget under separate cover. Initial screening will be done by the selection committee without the benefit of knowing the proposed fee for services.

submission requirements

An electronic copy shall be received in City Administration by emailing **JWilson@rochestermn.gov**.

Submittals shall not be more than 20 face pages of 8 ½ X 11" sized paper inclusive of sample projects, and response to scope, schedule, and additional information desired to present. An appendix with team bios may be included with up to 5 additional face pages.

Each consultant assumes full responsibility for delivery and deposit of the completed proposal package on or before the deadline. The City of Rochester is not responsible for any loss or delay with respect to delivery of the proposals.

All proposals become the property of the City of Rochester and will not be returned.

The City of Rochester reserves the right to reject any and all proposals or portions of proposals and to negotiate changes with any consultant.

The City of Rochester is not liable for any cost incurred by any consultant prior to the execution of an agreement or contract, nor shall the City of Rochester be liable for any costs incurred by the consultant that are not specified in any contract.

The City of Rochester is an Equal Employment Opportunity Employer.

evaluation criteria

Proposals will be screened to ensure that they meet the minimum requirements of the proposal format. A selection committee will evaluate qualifying proposals. Factors to be considered by the committee include the following:

- Qualifications, sample projects, and experience of firm and any subconsultants;
- Qualifications and experience of the principal consulting staff and of subconsulting staff who will work on the project;
- Understanding of project scope and level of interest;
- Approach to completing scope of services including creativity and problem solving;
- Responsiveness and compatibility between consultants and the City;
- A demonstrated clear understanding of the project site, surrounding neighborhood and community;
- Engagement/Communication Strategy;
- Deliverable product; and
- Schedule, implementation, and phasing plan

Following review and ranking of these proposals, cost may be considered as a final determining factor when selecting a firm.

Consultants may be invited to an interview with the selection committee prior to committee selection.

RFP SCHEDULE FOR SELECTION:

July 19, 2021	Issue RFP
August 17, 2021	RFP due at 4:30 p.m.
August 25, 2021	Anticipated Interviews
September 20, 2021	Recommendation to City Council
October 2021	Project Kick off

Questions regarding this RFP should be directed to Jaymi Wilson at 507-328-2023 or jwilson@rochestermn.gov.

APPENDIX A: ADDITIONAL BACKGROUND AND RESOURCES

The following plans and initiatives provide additional information on Rochester and should inform this small area plan.

Rochester's Comprehensive Plan, Panning 2 Succeed 2040

<https://www.rochestermn.gov/home/showpublisheddocument/24222/636903969909230000>

Rochester Rapid Transit Oriented Development Project

<https://www.rochestermn.gov/departments/administration/rochester-rapid-transit-3669>

Downtown Rochester 2010 Master Plan (Riverfront and Arts District page 78)

<https://www.rochestermn.gov/home/showpublisheddocument/5154/635635884107170000>

Downtown Waterfront SE Small Area Plan

<https://www.rochestermn.gov/home/showpublisheddocument/31519/637588490364830000>

Destination Medical Center

<https://dmc.mn/>

Rochester Park system plan

<https://www.rochestermn.gov/home/showdocument?id=11570>

Rochester Community Development Resources

<https://www.rochestermn.gov/government/departments/community-development/maps-links-and-resources>

Rochester Public Works Construction Projects

<https://www.rochestermn.gov/government/departments/public-works/construction-projects>

Rochester City Administration, Economic Development

<https://www.rochestermn.gov/government/departments/administration/economic-development>

Bicycle Master Plan

<https://www.co.olmsted.mn.us/planning/trnsprtng/rocog/bikemasterplan2011/Pages/default.aspx>

Olmsted County Comprehensive Housing Study

<https://www.rochestermn.gov/home/showpublisheddocument/29782/637430265594200000>

Integrated Transit Study (ITS)

<https://www.rochestermn.gov/government/departments/public-works/dmc-related-transit-studies>

Rochester Commercial Historic District Designation Study

<https://www.rochestermn.gov/home/showpublisheddocument?id=23951>

APPENDIX B: 5 STEPS TO ACHIEVING TARGETED BUSINESS GOALS

- 1 **Actively and aggressively** trying to obtain Targeted Business participation to achieve or exceed goals requires sufficient time and human resources.
- 2 **Read** the bid documents thoroughly including the Targeted Business requirements. Estimators need to understand the bid requirements and work descriptions.
- 3 **Identify** Targeted Businesses that could provide services for each work scope listed in the bid documents. **Search** certification directories for certified Targeted Businesses for each work scope. Business description keywords or NAICS codes searches can be used to identify certified Targeted Businesses. The City of Rochester recognizes the following certifications (find directories on websites):
 1. **CERT** – Central Certification Program administered by the City of St Paul.
 2. **MnUCP** – Minnesota Unified Certification Program developed and maintained by the City of Minneapolis, the Metropolitan Airports Commission, the Met Council, and the MnDOT.
 3. **TG/ED** – Targeted Group/Economically Disadvantaged Small Business Program administered by the Materials Management Division of the Minnesota Department of Administration.
- 4 **Keep** a record of the communication methods utilized to solicit bids from all of the identified Targeted Business contractors. The **quality, quantity and intensity** of different kinds of efforts are considered when evaluating Good Faith Efforts. Giving bidders adequate time to prepare a bid, request assistance and negotiate is vital to the achieving Targeted Business goals.
- 5 **Include** all bids from Targeted Businesses on the Bidders List (Form DMC-4) and identify which contractors your company **commits** to contracting.



APPENDIX C: CITY OF ROCHESTER/DESTINATION MEDICAL CENTER PUBLIC INFRASTRUCTURE PROJECT COMPLIANCE FORMS CHECKLIST

Please use the following checklist as a reference for completing Prevailing Wage, Targeted Business and Workforce Participation forms for City of Rochester/Destination Medical Center public infrastructure project bids.

	Form #	Form Name	Form Description	Date Due
<input type="checkbox"/>	DMC-1	Workforce Participation Plan	Prime Contractor and subcontractors plans for workforce utilization.	≤10 days of bid
<input type="checkbox"/>	DMC-2	TB Total Payment Affidavit	Close of project contractor verification of TB contracts and payments.	Close of project
<input type="checkbox"/>	DMC-3	Bidder Preference Form	Identifies veteran or small business preference for bidder.	With bid
<input type="checkbox"/>	DMC-4	TB Bidders List	Lists Targeted Businesses that Prime Contractor commits to contracting.	≤5 days of bid
<input type="checkbox"/>	DMC-5	Certificate of Good Faith Efforts	Prime Contractor only submits if they could not meet TB goal.	≤5 days of bid
<input type="checkbox"/>	DMC-6	Prevailing Wage - Statement of Compliance	Prime Contractor promises to pay Prevailing Wage and submit accurate payroll reports. They certify payroll reports in LCPtracker.	With bid (Prime Contractor)/ Monthly during construction (Subcontractor)

The following are forms that will be distributed during and at the close of the project:

	Form #	Form Name	Form Description	Date Due
<input type="checkbox"/>	DMC-2	TB Total Payment Affidavit	Close of project contractor verification of TB contracts and payments.	Close of project
<input type="checkbox"/>	DMC-7	Project Final Certification	Close of project contractor verification of Workforce Participation.	Close of project
<input type="checkbox"/>	DMC-8	TB Progress Report	Prime contractor provides this update by the 15th of each month for TB contract changes and payments made through the end of the previous month.	Monthly during construction